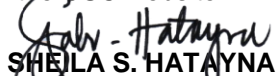


Republic of the Philippines
Provincial Government of Southern Leyte
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions of Provincial Government of Southern Leyte in the CSC website:


SHEILA S. HATAYNA
HRMO II

Date: August 12, 2021

No	Position Title (Parenthetical Title if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	140	8	15,755.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First level eligibility		Provincial Accounting Office
2	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	148	4	12,426.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First level eligibility		Provincial Accounting Office
3	ADMINISTRATIVE ASSISTANT II (Construction & Maintenance Foreman)	327	8	15,755.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s.96-Cat.III)		Provincial Engineer Office

4	ADMINISTRATIVE AIDE III (Driver I)	34	3	11,717.00	Elementary school graduate	None required	None required	Drivers License (MC 11, s.96-Cat IV as amended)	Provincial Warden Office
5	MEDICAL OFFICER IV	656, 657, 658	20	52,703.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	Sogod District Hospital

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **August 27, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Sheila S. Hatayna

HRMO II

HR Office Provincial Capitol Bldg.,
Asuncion, Maasin City, Southern Leyte
6600

(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.